

## PRACTICAL HELPSHEET

### Preparing Online Application

#### Create Account

Creating an online application requires your personal email. Applicants need to secure your account with a strong password, and there are three security questions to be selected and answered.

- The password **must** have at least 12 characters and **must** include at least one upper and lowercase letter, a number, a symbol (i.e. !@#\$\$%^&\*)
- Your answers to security questions **must** have at least 5 characters.

It is important to remember your email, password, and the answers to your security questions. *The account will be locked after three failed login attempts.* Recruitment team CANNOT unlock your account. Please click “Forget Password” option and answer all the three security questions correctly to recover your account. **If you do not remember the answers of your security questions, you have to create a new account with a new email address.**

#### Complete Online Application

- ✓ Login with your email and password
- ✓ Complete your online application in **English only**
- ✓ Review each required qualification listed in each vacancy announcement with specific information for education, experience, languages, job knowledge, and skills describe in each vacancy announcements. If you fail to demonstrate that you meet each required qualification, **your application will be disqualified for the position.**
- ✓ Upload all the required documents for each position as listed in the online application.
- ✓ Ensure the documents are in MS Word, JPG, and/or Adobe Acrobat PDF version. The maximum file size is 3MB
- ✓ Carefully read all the questions in the online application and answer them concisely and accurately
- ✓ Click “Submit Application” with agreement in terms and conditions posted on the website before the deadlines.

*The information and documents that you completed and uploaded will be saved in the system and can be used to apply for another positions.*

#### Eligibility Clarification

Submit either one of the documents to clarify your eligibility to legally work in the Laos P.D.R

- Laos citizen: Lao National ID card
- Other nationalities: Passport biographical page, valid Laos visa, work permit, and residency permit.  
*Please note that the U.S. Embassy will not be able to sponsor candidates for visa, work, and residency permit.*
- AEFM/USEFM/EFM/MOH: A copy of sponsor’s orders showing that your sponsor has an assignment in the U.S. Mission Laos.  
*Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent DD-214*

## Qualification Clarification

Submit all required documents to clarify your qualification for each position.

### ❖ Education

- ✓ Transcript
- ✓ Degree/Diploma/Certificate

### ❖ Language

- ✓ If the position that you apply requires any language, please clarify your skills level otherwise your application may be disqualified for the position.
  - You may submit certificate or English Test Report (language score)

### ❖ Job Knowledge/Skill and Abilities

- ✓ Professional Training Certificate, license, or awards (if applicable)
- ✓ Valid driver's license (if required)

### ❖ Others

- ✓ Resume/Curriculum Vitae
- ✓ Cover letter
- ✓ Employment letter from previous institution (if applicable)
- ✓ Letter of recommendation (if applicable)

You may check your application status periodically by clicking “Dashboard” on the webpage and may revise your application anytime before the closing date. The vacancy will be closed at midnight of the closing date.

## Recruitment Procedures

- ⇒ There is no limitation in the number of applications. Applicants can apply for several positions; however, **only** an application that meets all the eligibility and qualification requirements described on each vacancy announcement will be qualified for the position.
- ⇒ Only applicants who are invited to take a language or skill test, or who are selected for an interview will be contacted.
- ⇒ If we do not contact you within two weeks, we are not considering you for the position.
- ⇒ Applicants must submit a new application package for each position in order to be considered for that position.

## Contact Information

You may contact Human Resources Office

Operation Hours: Monday – Friday, 08:00am – 17:00pm

Email: [Vientianehrhiring@state.gov](mailto:Vientianehrhiring@state.gov)